

# Employee Services Procedural Statement

**Title:** On Call Pay

**Effective:** 7/1/2023

## Introduction

CU provides on-call compensation for non-exempt employees in eligible job codes.

On-call pay is additional pay beyond base pay for eligible employees specifically assigned, in advance, to be accessible outside of normal work hours and where freedom of movement and use of personal time is significantly restricted.

## Procedural Statement

Non-exempt employees in eligible job codes shall receive the following:

- The time employees are on-call shall be paid at \$5 per hour.
- When an employee is called in or back to work, they shall receive their regular rate of pay or overtime pay, whichever applies, for hours worked or 2 hours pay, whichever is more.
- Once an employee is called into work, such time will be considered work time and will be counted towards the 2 hours.

## Exceptions

While it is required to compensate non-exempt employees in eligible job codes with on call pay, a department may choose to compensate any other overtime eligible employee with on call pay at the rate published above. The employee should be assigned, in advance, to be accessible outside of normal work hours. This is at the discretion of the department and should be documented within the department.

## Earnings Codes

- HCM: ONC
- My Leave: On call pay
  
- HCM: CBS
- My Leave: Call Back @ Straight
  
- HCM: CBT
- MyLeave: Call Back @ Overtime